

STATE OF NEW HAMPSHIRE
Dept. of Administrative Services
Div. of Procurement and Support Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301

Date: October 26, 2016

NOTICE OF CONTRACT

COMMODITY: Generator Maintenance and Repair Services

CONTRACT NO.: 8002105

NIGP: 936-3900

VENDOR: Gemini DbA Power Up Generator VENDOR # : 165296 B001
8 Pricilla Lane
Auburn, NH 03032

CONTACT PERSON(S): Stacey Connors
Email: stacey@powerupgeneratorservice.com
Office: 603-664-7170
Cell: 603-540-5713

EFFECTIVE FROM: October 26, 2016 Through: August 31, 2019

TERMS: Net 30

LOCATIONS & PRICING:

	Agency	Facility Name	Address	Town	Qty	Generator MFR	Model #	Annual Rate (Sept 2016- Aug 2017)	Annual Rate (Sept 2017 - Aug 2018)	Annual Rate (Sept 2018 - Aug 2019)
CHESHIRE COUNTY	Adjutant General's Dept.	Keene RC	110 Hastings Ave	Keene	1	Cummings Pwr Gen	100 DSGAA	\$505.00	\$505.00	\$505.00
	DOS State Police	Troop C	15 Ash Brook Court	Keene	1	Koehler 80 KW	100 REOZJB	\$480.00	\$480.00	\$480.00
	DOS State Police	Hyland Hill		Westmoreland	1	CAT G20F3S 20 KW	E12167	\$395.00	\$395.00	\$395.00
	DOT District 4	Patrol 401- Fuel Site	187 Claremont Rd	Charlestown	1	Kohler	30 REOZJC	\$410.00	\$410.00	\$410.00
	DOT District 4 Maint.	MB 413-Rindge	1972 Route 119	Rindge	1	*Kolher	20 REOZJB	\$465.00	\$465.00	\$465.00
	DOT District 4 Maint.	DO-Swanzey	19 Base Hill Rd	Swanzey	1	ONAN	30 DEH	\$465.00	\$465.00	\$465.00
	DRED	Summit of Mt Pitcher	Rt 123 N	Stoddard	1	Cat Olympian	G35LG	\$385.00	\$385.00	\$385.00
CARROLL COUNTY	DAS/Bureau Court Facilities	Carroll County Courthouse	96 Water Village Road	Ossipee	1	Cummings	3000DQHAB	\$535.00	\$535.00	\$535.00
	DOS State Police	Whittier Mountain		Ossipee	1	CAT G20F3S 20 KW	E121660	\$395.00	\$395.00	\$395.00
	DOS State Police	Troop E	1864 White Mountain Rd	Tamworth	1	Koehler 50 KW	50 REOZJB	\$465.00	\$465.00	\$465.00
	DOT District 3	PS 301-Conway	608 Eaton Rd (NH 153)	Conway	1	Generac	SD0060	\$465.00	\$465.00	\$465.00
	DOT District 3	PS 311-Tuftonboro	328 Middle Rd.	Tuftonboro	1	Kohler	10REOZJC	\$410.00	\$410.00	\$410.00
	DOT District 3	PS 312-Wakefield	1540 Wakefield Rd.	Wakefield	1	Kohler	20REOZJC	\$410.00	\$410.00	\$410.00
	DRED	Conway Scenic Vista	3654 White Mtn Hwy (US 302)	Conway	1	Kohler 20 KW	2DRE02B	\$465.00	\$465.00	\$465.00
	NH Employment Security	Conway Office	518 White Mountain Hwy	Conway	1	Kohler	50 REZG	\$480.00	\$480.00	\$480.00

SERVICE RATES:

		HOURLY
SERVICE RATE	Monday thru Friday 7:00 A.M. to 4:00 P.M.	\$95.00
	Monday thru Friday 4:01 P.M. to 6:59 A.M.	\$95.00
	Saturday Work	\$140.00
	Sunday & Holiday* Work	\$155.00

*Holidays shall be based on State designated holidays

SPECIFICATION COMPLIANCE:

1. The Contractor shall not commence work until a conference is held with each state agency, at which representatives of the Contractor and the State are present. The conference will be arranged by the requesting state agency.
2. All generator maintenance and repair services shall be completed within fourteen (14) calendar days (or within another mutually agreed upon timeframe) after a request by a state agency.
3. For semi-annual or annual services, the Contractor shall submit a proposed service schedule to each state agency requiring the services at least ten (10) calendar days prior to each semi-annual or annual period.
4. All services performed under this Contract shall be performed between the hours of 7:00 A.M. and 4:00 P.M unless other arrangements are made in advance with the state agency. Any deviation in work hours shall be pre-approved by the Business Administrator or his or her designee. The State requires a ten (10)day advanced notice in order to provide security and access to respective work areas.
5. The Contractor shall promptly report all deficiencies to the Business Administrator or his/her designated representative. Request to repair and/or replace parts shall be approved in advance by the Business Administrator or his/her designated representative prior to any actual work being performed by the Contractor. Parts, materials and labor shall be invoiced separately. The State reserves the right to request the Contractor supply the State with invoices from suppliers documenting the Contractor's actual cost.
6. Throughout the duration of the contract, the Contractor shall maintain an inventory of (or have readily available) spare parts to support the described systems.
7. The Contractor shall provide only replacement parts that are new and of the same quality and brand name as that being replaced. Substitutions shall be permitted only with prior authorization of the Business Administrator or his/her designated representative.
8. All repair services shall be conducted in full compliance with all specified standards in a manner equal to or greater than the normal safety and security procedures and standards established by the State, and at no time shall state facilities or its occupants be placed in jeopardy.
9. The Contractor agrees that any damage or injury to buildings, materials, equipment or to other property during the performance of this service shall be repaired at their own expense. The State shall require correction of defective work or damages to any part of a building or its appurtenances when caused by the Contractor's employees, equipment or supplies. The Contractor shall correct all defective work and damages to the State's satisfaction. If the Contractor does not proceed promptly with the necessary corrections, the State may withhold payments to the Contractor in the amount necessary to correct the defective work and/or damages.
10. All work must be performed in such a manner as not to inconvenience building occupants. The Contractor shall determine the State's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.
11. The Contractor shall employ a sufficient number of trained technicians so that all service calls are answered promptly. The work staff shall consist of qualified persons completely familiar with the products and equipment being serviced.
12. The Contractor shall furnish all personnel with uniforms, which shall be neat and clean in appearance with picture identification that is visible at all times.
13. The Contractor shall make service available twenty-hour (24) hours per day, seven (7) days per week for emergency repairs.
14. All services shall comply with applicable standards as set forth by the National Fire Protection Association (NFPA) 110: Standard for Emergency and Standby Power Systems and any state or local fire codes.
15. The Contractor must produce documentation when biocide additive is added to the fuel storage tank with quantity and ratio of additive.

16. The Contractor shall present a written summary of the work performed after each scheduled or emergency call and before leaving the job site, and obtain the State's signature thereon.
17. The Contractor or their personnel shall not represent themselves as employees or agents of the State.
18. While on State property, employees shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.
19. The Contractors' personnel shall observe all regulations or special restrictions in effect at the state agency.
20. The Contractors' personnel shall be allowed only in areas where services are being performed. The use of State telephones is prohibited.
21. The State reserves the right to require the Contractor to train, counsel or reassign any employee the State deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.
22. **RECORD OF INSPECTION:** Upon completion of each scheduled testing and inspection service, the Contractor shall provide a report of work performed to the respective Maintenance Supervisor or his/her designee. The report shall contain specific information regarding testing/inspection results of the identified equipment and/or devices within the system. The report shall be submitted no later than ten (10) calendar days after completion of scheduled service and a duplicate copy shall accompany the testing/inspection invoice.
23. The Contractor shall be completely responsible for their work, including any damages or breakdowns caused by their failure to make/take appropriate action. Any expenses associated with repairs shall be assessed to the Contractor.
24. The Contractor shall provide one (1) dispatch phone number that shall be available 24/7 for emergencies.
25. The Contractor shall respond to the State by telephone to all **emergency** service calls within fifteen (15) minutes of reported occurrence.
26. The Contractor shall physically respond to the site for all **emergency** service calls within four (4) hours after report of occurrence with the following exceptions:
Exceptions include;
 - a. All Turnpike locations have an acceptable response time of within thirty (30) minutes.

Note: If a facility generator at a turnpike location is still not operable within 8 hours of initial notification, Contractor shall supply a quote for a rental generator and associated hook-up costs. The State reserves the right to procure a rental generator from another source. Turnpike generators shall be fixed within one week after being notified by the Agency, if not fixed within that time frame the Contractor shall be responsible for all rental costs thereafter.

State Responsibilities:

The State shall be responsible to provide reasonable means of access to all equipment covered by the contract and promptly notify the Contractor of any malfunction in the system that comes to the State's attention.

Major Inspection to be performed once a calendar year. Service to include but is not limited to:

IGNITION	<ul style="list-style-type: none"> Change all spark plugs Change points Change condenser Check distributor cap and rotor and change. If necessary Check all ignition wires and replace, if necessary Check start solenoid terminals
ENGINE	<ul style="list-style-type: none"> Check and adjust choke, when applicable Change lube oil Change lube oil filter Tighten valve covers Fill governor sump with lube oil, when applicable Lubricate governor linkage Service oil bath air cleaner, when applicable Check entire unit for noticeable oil leaks

COOLING SYSTEM

Test coolant protection
 Test coolant alkalinity
 Check water hoses – both upper and lower
 Check bypass hoses
 Check fan belts
 Check engine block heater for operation, when applicable
 Check louver operation
 Check water filters
 Change antifreeze solution (annually).

EXHAUST SYSTEM

Check flexible section for cracks or leaks
 Drain condensation trap, when applicable
 Check exhaust flange gaskets
 Check exhausts muffler and drain, when applicable
 Visually inspect entire exhaust system for leaks

FUEL SYSTEM

Change primary and secondary fuel filter diesel only
 Check injector fuel lines diesel only
 Check flex fuel sections
 Check fuel pump
 Check fuel connections and tighten
 Check fuel solenoid
 Check day tank float
 Check regulator (Gas)
 Add biocide additive to fuel storage tank

BATTERY

Load test battery
 Check specific gravity of battery
 Check battery voltage
 Clean battery cables and replace
 Clean battery terminal on cables
 Clean battery posts and coat same
 Check fluid level and fill
 Recharge and /or replace

STARTING SYSTEM

Check starter motor solenoid terminal
 Check starter motor
 Check charge rate on alternator or internal charge circuit
 Check alternator belt

ELECTRICAL

Check exciter
 Check voltage regulator
 Check rotating diodes
 Check rectifiers
 Check brushes
 Clean collector rings
 Clean carbon deposits
 Check SCRS
 Check control panel relays
 Check wiring and terminals
 Check solid-state boards for connections

OPERATIONAL CHECKS

Start generator and conduct safety shutdown tests for the following:
 Low oil pressure
 High water temperature
 Over speed
 High air temperature, air-cooled sets only
 Check voltage output
 Check frequency (Hz)
 Record hour meter reading, when applicable

AUTOMATIC SWITCH	<p>Check unit for vibration and any unusual noises Run unit full building load-minimum of 30 minutes</p> <p>Inspect contactor assembly and connections Check exerciser clock and time setting Check time delays Check battery charger for proper output Check selector switch Check voltage sensors for visual condition Start and stop generator from transfer switch</p>
AUTOMATIC TRANSFER SWITCHES (ATS)	<p>Check connections Inspect or test for evidence of overheating and excessive contact erosion Remove dust and dirt Inspect and/or replace contacts when required Infrared testing/inspection under load</p>
FINAL CHECK	<p>Check field breaker is in the ON position Check that selector switch is in the automatic mode Start and stop generator using generator controls Start and stop generator using the switch controls Start and stop generator using exerciser clock</p> <p>*Receive prior approval from supervisory personnel before performing this function. Reset generator and leave set in the remote position</p>
GENERAL INSPECTION OF SITE	<p>Inspect site for any debris or obstructions, which could cause a potential Problem or may be hazardous to the operation or surrounding area. Report any problems to the Agency Contact Person.</p>

This major inspection includes parts, lubricants, coolants, material or labor used in any of the above service level maintenance programs.

* **Minor Inspection** to be performed once a calendar year, approximately 6 months after the Major Inspection*.

- A. Visually check and subsequently operate the system under full load conditions for a minimum of 30 Minutes, after informing the residential staff that the test shall be performed.
- B. Confirm that all circuits powered by the system are functioning fully and make any required deficiency repairs
- C. Verify that all safety devices are functioning properly.
- D. Verify that the governor/controller is adjusted for proper voltage and frequency.
- E. For additional service, other than above, an hourly repair rate shall be utilized.

*Any parts, coolants or materials unrelated to the inspection, must be approved by the Agency Contact.

Repair Services:

- Contractor adhere to the hourly rate, for all parts, labor (per hour/person) for generator repair services that are not covered under the major and minor inspections. All labor rates shall start when Contractor's personnel arrives at the work site and end when Contractor's personnel leaves the work site.

Emergency Services:

- All labor rates shall start when Contractor's personnel arrives at the work site and end when Contractor's personnel leaves the work site.
- Mileage and travel expenses for repair/emergency have been built into the built into the repair/emergency services hourly rate. Mileage or travel expenses shall not be added separately to invoices.

Repair Parts Catalog:

Repair parts used for repair shall be no more than 10% over cost and held firm for the term of the contract.

INVOICING & PAYMENTS: Invoicing shall be done to the Agency Remit Account on the basis of each service completed. Invoices shall clearly indicate the quantity, description, and packaging, date delivered, contract number, and contract price.

QUESTIONS: Direct any questions to Katie Daley, Purchasing Agent
TEL: (603)-271-3135 OR Kathleen.Daley@nh.gov